

**View req: 8163BR : Historical Preservation Program Administrator**[? Help](#)[Req detail](#)[Req history](#)**Req details Historical Preservation Program  
Administrator****Req status Open****Job Title :** 5878 Historical Preservation Program Administrator**Class Title :** Historical Preservation Program Administrator**Title Code :** 8016**Agency :** 50 - Tourism, Arts, & Heritage Cabinet**Auto req ID** 8163BR**Requisition Creator :** COLEMAN, DONNA J. (TAHC)**Agency Approver :** BEASLEY, DEBBIE (TAHC)**Location :** Franklin**# of Vacancies :** 1**Positions Remaining :** 1**Department :** Kentucky Heritage Council  
300 Washington Street  
Frankfort, KY 40601  
(502) 564-7005 ext. 110**Agency Contact :** Donna Coleman, 564-7005 ext. 110**Agency Request # :** 504100003**Position Number(s) :** 50-410-00-00-00-00-013**Selective Type :** 1st Shift**Vacancy Type :** Competitive - Open To All Candidates**Position Type :** Full-time Merit (18A)**Work Week :** 37.5 hr/wk

**Description of Job Duties :** The Historic Preservation Administrator position manages the Site Development Program which oversees the following important programs. Both the Certified Local Government and the State and Federal Historic Tax Credit Programs are state or federally mandated activities respectively. The legal staff is responsible to this program. The Kentucky Main Street Program and coordination with the Dept. for Local Government on the Renaissance on Main Program have important economic impact for Kentucky. The Preservation Skills Training Programs work to train the skills needed to work on historic buildings. The Staff Architect is also responsible to this program. This is a critical program manager position responsible for a highly skilled staff.

Professional / Managerial

**Vacancy Keyword Categories :****Group :** RESEARCH AND ANALYSIS**Selection Method :** Qualifying: All candidates who apply and meet the minimum requirements are eligible for placement on the register for hiring consideration.**Date of Last SM Revision :** REV. 06-98**Exam # :****No. of Test Questions :****Pay Grade :** 16**Salary :** Pay Grade 16 (MIN-MID) \$42,646.56 - \$56,495.52 yearly at 37.5 hour work week**Special Entrance Rate :** No**Special Entrance Rate Salary :****Probationary Period :****Positions in This Class Generally Report To :** DIVISION DIRECTOR**Primary User Agency :** DIVISION OF HISTORIC PROPERTIES**Characteristics of the Class :** Serves as consultant, technical advisor and program director to local and state agencies, organizations and property owners in relation to a program(s) of the State Historic Preservation Office. Administers federal and state grants awarded to local sponsors. Provides supervision to professional program staff; and performs other duties as required.**Minimum Requirements :****Primary Education :** Graduate of a college or university with a master's degree in anthropology, archeology, architectural history, architecture, historic preservation, history or a related field.**Primary Experience :** Must have four years of professional experience in the field of historic preservation.**Substitution Clause :****Education Substitution :** A doctorate in one of the above listed academic fields will substitute for two years of the required experience.**Experience Substitution :** Additional experience in historic preservation, cultural resource management or a related field will substitute for the master's degree on a year-for-year basis up to a maximum of two years.**Pre-Employment Requirements :****Special Requirements :** None**Post Employment Requirements :****Typical Working Conditions and Unique Physical Requirements :** Work is typically performed in an office setting.**Additional Requirements :** Applicants and employees in this classification may be required to submit to a drug screening test and background check.

**Date Class Established :** 06/16/1982

**Date of Last Revision :** 05/16/2008

**Requisition Posting Information (The following section to be entered by Personnel Cabinet.)**

**Register Certificate # :** 091989

**Posting Date :** 13-MAY-2009

**Posting End Date :** 22-MAY-2009